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- Data Management Protocol –**

**MSc-version** *Horticulture and Product Physiology group*

Part 1: Data Management Plan

**Thesis title:**

**Author:**

**Date:**

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*Note: for explanations and examples you are referred to documentation which will become available on the HPP-website (*[*http://www.hpp.wur.nl*](http://www.hpp.wur.nl)*). For more information contact* [*menno.bakker@wur.nl*](mailto:menno.bakker@wur.nl)*.   
For more detailed information on the Wageningen UR policy for Data Management see information on the* [*Data Management Support Hub*](http://www.wageningenur.nl/en/Expertise-Services/Data-Management-Support-Hub.htm)*.*

1. Describe the organizational context

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Chair group(s)** | Horticulture and Product Physiology |
| **Supervisor(s)** |  |
| **Technical staff** *\*)* |  |
| **Start date of project** (dd-mm-yyyy) |  |
| **File name of the DMP** yymmdd-WUR\_account |  |

*\*) only fill in when applicable*

2. Give a short description of your research project

|  |  |
| --- | --- |
| **Title  (max. 3 lines)** |  |
| **Abstract** |  |

# 3. Define data management roles

|  |  |
| --- | --- |
| **Roles** |  |
| Who is **collecting** the data? | student |
| Who is **storing** data (short term) | student (regularly hands in subsets to supervisor) |
| Who is **storing** data (long term/archive) | HPP-staff (contact Menno Bakker) |
| Who is **analysing** the data? | student (in consultation with supervisor) |
| **Other** (Is there a person in the research group with a specific responsibility for data management? Do other persons contribute, for example by writing code?) | Menno Bakker (HPP) |
| What is the role of your **supervisor?** | Advice and responsibility for completion of short and long term storage |

4. Give an overview of expected type of research data, software choices, data size & growth

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data stage** | **Specification of type of research data** | **Software choice** | **File   type \*\*\*)** | **Data size/ growth** |
| Raw data ( original and corrected *\* \*)* |  |  |  |  |
| Processed data |  |  |  |  |
| Models (description/ code/ scenarios) *\*)* |  |  |  |  |
| Other? *\*)* |  |  |  |  |

*\*) only fill in when applicable*

\*\*) *error correction of raw data, other than typing errors, should be marked and described  
\*\*\*) specify file type by extension (.csv, .xlsx, ….)*

5. Short term storage solutionsDescribe where the data will be stored physically and how the back-up is organised.

|  |  |  |
| --- | --- | --- |
| **Data stage** | **Storage medium/location** | **Backup procedures**  (how often?) |
| Raw data |  |  |
| Processed data |  |  |
| Models (description/code/ scenarios/in- & output) *\*)* |  |  |
| Copy at home |  |  |
| Copy for supervisor *\*\*)* |  |  |

*\*) only fill in when applicable\*\*) only relevant data, e.g. data used for presenting and discussing (intermediate) results*

6. Structuring your data and information  
Give a visual representation of the system for directory- and file names you intend to use.

*Proposed directory- and file naming structure:*

|  |
| --- |
| *Note: the suggested main* *directory- and file-naming structure must be followed from the start. When changes are made afterwards then there is a risk that the full name (root+sub-folders+filenames) will become too long and storage/retrieval of the data may become impossible.* |

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Part 2: Data Management Report

**Thesis title:**

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For more detailed information on the Wageningen UR policy for Data Management see information on the* [*Data Management Support Hub*](http://www.wageningenur.nl/en/Expertise-Services/Data-Management-Support-Hub.htm)*.*1. Describe the organizational context

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Chair group** | Horticulture and Product Physiology |
| **Title of the project  (max. 3 lines)** |  |
| **Supervisor(s)** |  |
| **Technical staff** *\*)* |  |
| **Start date of project** (dd-mm-yyyy) |  |
| **End date of project** (dd-mm-yyyy) |  |
| **File name of the DMP** yymmdd-WUR\_account |  | |

*\*) only fill in when applicable*

2. Give an overview of collected type of research data, software choices, data size*(answers can be the same as in the Data Management Plan)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data stage** | **Specification of type of research data** | **Software choice** | **File   type \*\*\*)** | **Data size** |
| Raw data ( original and corrected *\* )* |  |  |  |  |
| Processed data |  |  |  |  |
| Models (description/ code/ scenarios) *\*)* |  |  |  |  |
| Other? *\*)* |  |  |  |  |

*\*) only fill in when applicable*

\*\*) *error correction of raw data, other than typing errors, should be marked and described  
\*\*\*) specify file type by extension (.csv, .xlsx, ….)*

3. Structure of archived data and information

Give a visual representation of the system for directory- and file names applied for the archived data.

*Present the applied directory- and file naming structure:*

|  |
| --- |
|  |

4. Long term storage solutions  
Describe where the data have been stored physically and how archive management is organised.

|  |  |
| --- | --- |
| **Data stage** | **Storage location** |
| Raw data |  |
| Processed data |  |
| Models (description/code/ scenarios/in- & output) *\*)* |  |
| Who will manage archived data | Storage of accepted data-sets handed in by students will be arranged by HPP (contact Menno Bakker) |

*\*) only fill in when applicable*

5. Completion of data storage and approval**.** *Date:  
  
Data-set was handed in to: …………………………………..*

*Handed in by: ………………………………….. Signature: …………………………………..*

*Approved by: ………………………………….. Signature: …………………………………..*